Instruction for filling out Document Evaluation form

1.) Page 1

Information already filled in

2.) Batch Date

Information taken from Inventory List Form

Date that materials are organized to be sent to the UW Madison
- filled in by owning institution
- if not assigned by owning institution Microimaging Lab will assign date;
- if the Microimaging Lab assigns the date it will be the date prior to the receiving of the shipment. Ex. if materials are delivered to Microimaging Lab on July 30, 2001 the date of batch organized will be July 29, 2001.

3.) Batch #

Information taken from Inventory List Form
- filled in by owning institution
- batch numbers will be assigned consecutively from each institution
- if not assigned by owning institution the Microimaging Lab will assign the batch number; If the Microimaging Lab assigns the batch number it will be the number following the prior batch number from that institution. Batches will be numbered consecutively Ex; Batch 1, Batch 2, Batch 3, etc.

4.) Item #

Correlated with item number from the Inventory List Form
- filled in by owning institution
- if not assigned by the owning institution the Microimaging Lab will assign item number on inventory control list and the object or document evaluation form.

5.) Contact Name

Name of individual that can be contacted for questions.
- information supplied by owning institution

6.) Institution
Information will be used in metataggin gfield: DC. Contributor

The DC.Contributor tag will be used for identifying the owner of the collection from which the original item was selected and then the digital surrogate was produced from.

Definition = The person(s) or organization(s) in addition to the Creator who have made significant intellectual contributions to the Resource but whose contribution is secondary to the Creator.
Ex. Name of known photographer, author, artist, illustrator, the collector of natural specimens or artifacts, etc.

- supplied by owning institution

Scheme: Follow AACR2 or established cataloging rules.

Repeatable: No
Mandatory: Yes

There should be an official uniform list for the names of the contributing institutions. The name(s) shall be entered based on AACR2 or established cataloging rules. Each institution will fill out the form using the standardized list to provide uniformity of name for their institution for their input in the '6.) Institution: DC. Contributor' section and the name ultimately used for display with the digital image.

7.) Phone number

Phone number for the representative of the owning institution for the Great Lakes Marine Project.

- supplied by owning institution

8.) DC. Identifier

Definition = An unambiguous reference to the resource within a given context. String used to uniquely identify the resource.

Example = formal identification systems include the Uniform Resource Identifier (URI) (including the Uniform Resource Locator (URL)), the Digital Object Identifier (DOI) and the International Standard Book Number (ISBN).

- assigned and supplied by UW Madison

Repeatable: No
Mandatory: Yes

9.) Ship Name & Date of Ship
Information will be used in metatagging field: DC. Relation: IsPartOf

Definition = a reference to a related resource. The described Resource is a physical or logical part of the referenced resource. Identifier for Resource that must be unique (at least) within scope of Collection.

- supplied by owning institution

There will need to be a uniformity of name for each of the ships. A list shall be generated to reflect this uniformity of name and selectors will use this resource for input of the official name of the ship in section 9.) Ship Name & Date of Ship: DC. Relation: IsPartOf of the form. This will aid the display of related items for a given ship. Uniformity of ship name for authority control is needed so same ship in different images from different institutions has identical name. This list will need to be generated by the selectors and the DPI staff and then agreed upon.

Scheme: Follow AACR2 or established cataloging rules.

Repeatable: No
Mandatory: Yes

10.) Collection

Definition = A specific collection from where the original item is selected from.

- supplied by owning institution

11.) Title
Information will be used in metatagging field: DC. Title M

Definition = The name given to the Resource by the Creator or Publisher. If unknown, a descriptive title shall be assigned by staff.

Ex. Photograph of ship with no title the title would be name of ship and date of construction;

- assigned by selector if title not known
- supplied by owning institution

Scheme: Follow AACR2 or established cataloging rules.

Transcribe title from physical copy
Enter title assigned by agency
Create title if none exists.
       Acceptable titles
       Generic name
       Object type
       Classification term
       Numbering system
       Descriptive statement used to identify the resource

Repeatable: No
Mandatory: Yes

12.) Title Variant
Information will be used in metatagging field: DC. Title Other

Definition = A title other than the main title, such as a subtitle or translated title.

- supplied by owning institution

Transcribe title from physical copy
Enter title assigned by agency
Create title if none exists.
Acceptable titles
       Generic name
       Object type
       Classification term
       Numbering system
       Descriptive statement used to identify the resource

Scheme: Follow AACR2 or established cataloging rules.

Repeatable: Yes
Mandatory: No

13.) Author/Editor
Information will be used in metatagging field: DC. Creator

Definition = the person(s) or organization(s) primarily responsible for the intellectual content of the original resource. Ex. Name of known photographer, author, artist, illustrator, the collector of natural specimens or artifacts, etc.

Enter more than one creator if necessary for access (ex. Author, agency, corporate entity) in the order of their importance.
- supplied by owning institution

Scheme: Follow AACR2 or established cataloging rules.

Repeatable: Yes
Mandatory: No

14.) Publisher
Information will be used in metatagging field: DC. Source

Definition = Information about a second resource from which the present resource is derived. The entity responsible for making the Resource available in its original form, such as a corporate publisher.

-   supplied by owning institution

Scheme: Follow AACR2 or established cataloging rules.

Repeatable: Yes
Mandatory: No

15.) Place
Information will be used in metatagging field: DC. Source

Definition = A Reference to a resource from which the present Resource is derived.

-   supplied by owning institution

Scheme: Follow AACR2 or established cataloging rules.

Repeatable: Yes
Mandatory: No

16.) Date
Information will be used in metatagging field: DC. Source

Definition = Information about a second resource from which the present resource is derived. The date of publication of the original resource that the digital surrogate was produced from.

-   supplied by owning institution

Scheme: Follow AACR2 or established cataloging rules.

Repeatable: Yes
Mandatory: No

17.) Edition
Information will be used in metatagging field: DC. Source

Definition = Information about a second resource from which the present resource is derived.

-   supplied by owning institution

Scheme: Follow AACR2 or established cataloging rules.

Repeatable: Yes
Mandatory: No

18.) Issues
Information will be used in metatagging field: DC. Source

Definition = Information about a second resource from which the present resource is derived.

- supplied by owning institution

Scheme: Follow AACR2 or established cataloging rules.

Repeatable: Yes
Mandatory: No

19.) Volumes
Information will be used in metatagging field: DC. Source

Definition = Information about a second resource from which the present resource is derived.

- supplied by owning institution

Scheme: Follow AACR2 or established cataloging rules.

Repeatable: Yes
Mandatory: No

20.) Language
Information will be used in metatagging field: DC. Language

Definition = A language of the intellectual content of the Resource.

- supplied by owning institution

Scheme: Three-letter string from ISO 639-2/B Bibliographic Codes

Repeatable: Yes
Mandatory: No

21.) Local Call #
Information will be used in metatagging field: DC. Source

Definition = Local call or accession number

- supplied by owning institution

Repeatable: Yes
Mandatory: No

22 – 24.) Subject 1, Subject 2, and Subject 3
Information will be used in metatagging field: DC. Subject

Definition = The terms, phrases, or classifications used to provide topical access to the Resource.

Example= Type of ship, company name, etc. Subject content can be expressed as keywords or phrases or terms related to significant association

- supplied by owning institution or DPI cataloger

Scheme: Use established thesaurus: Library of Congress subject Headings (LCSH), Art and Architecture Thesaurus (AAT), Thesaurus for Graphic Materials (TGM), Medical Subject Headings (MESH), ICONCLASS, etc., formal classification schemes (Library of Congress Classification, Dewey Decimal Classification) or keywords.

The owning institution may suggest any terms or keywords they think useful to describe the picture. Staff at the owning institution do not need to determine or verify the authority for the term. DPI staff will select or substitute a term and verify the authority if necessary.

Repeatable: Yes.
Mandatory: Yes

25.) Copyright
Information will be used in metatagging field: DC. Rights:

This section is the copyright as it pertains to the original.

DC. Rights will cover the original item and its surrogates including digital surrogate.

- supplied by owning institution

Repeatable: Yes
Mandatory: Yes

26.) Measurement in cm
Information will be used in metatagging field: DC. Description

Definition: Measurement in cm = Measurement of original item or its surrogate. Measurement can include size and/or weight of the object. The unit of measurement should be used (ex., cm., in., ft.) plus the measured dimensions of height, width, and/or depth. Object(s) made of precious metals such as gold is usually recorded. Ex. , grams (gm.), avoirdupois (oz.), Troy (oz. dwt).

If you already have information recorded in inches rather than centimeters, it is not necessary to re-measure items. Provide the information that you have readily available.

Definition: DC. Description = a textual description of the content of the resource.

- supplied by owning institution

DPI cataloger will combine sections 26 and 27 in a cohesive statement for the item description.

Repeatable: Yes
Mandatory: No

27.) Item Description
Information will be used in metatagging field: DC. Description

Definition = A textual description of the content of the Resource.

One area that could be put in the item description is that of provenance. Provenance = the name of a previous owner of the object. Type of preferred entries for provenance would be the name of a person, institution, or organization that formerly owned the object.

- supplied by owning institution

DPI cataloger will combine Sections 26 and 27 in a cohesive statement for the item description.

Repeatable: Yes
Mandatory: No

28.) Date

Date batch was organized.

- supplied by owning institution

29.) Batch

Batch number

- supplied by owning institution

30.) Item#

- supplied by owning institution

31.) Page 2

Information already filled in

32.) Scan

Specify what is to be scanned

- supplied by owning institution

33.) Image Metadata

- supplied by UW Microimaging Lab

34). – 44.) General Characteristics/Overall Assessment

- supplied by owning institution

Sources : (this is not a complete list of the resources)

www.library.wisc.edu:4000/dept/ltg/DigiLib/db/DBDataDictionary.html   "UW-Madison Digital Library Data Dictionary: Multimedia and Bibliographic Databases"   Version 1.0   3 July 2001

www.rlg.org/reach.elements.html   "RLG REACH Element Set for Shared Description of Museum Objects" 2 September 1998

coloradodigital.coalliance.org/title.html "Title Element"

coloradodigital.coalliance.org/creator.html "Creator Element"

coloradodigital.coalliance.org/subject.html "Subject Element"

coloradodigital.coalliance.org/descript.html "Description Element"

coloradodigital.coalliance.org/identifi.html "Identifier Element"

coloradodigital.coalliance.org/contrib.html "Contributor Element"

coloradodigital.coalliance.org/publish.html "Publisher Element"

coloradodigital.coalliance.org/date.html "Date Element"

coloradodigital.coalliance.org/relation.html "Relation Element"

coloradodigital.coalliance.org/type.html "Type Element"

coloradodigital.coalliance.org/format.html "Format Element"

coloradodigital.coalliance.org/source.html "Source Element"

coloradodigital.coalliance.org/language.html "Language Element"

coloradodigital.coalliance.org/coverage.html "Coverage Element"

coloradodigital.coalliance.org/rights.html "Rights Management Element"

dublincore.org/documents/dces/ Dublin Core Element Set, Version 1.1 – Reference Description

Consortium for the Computer Interchange of Museum Information (CIMI) "Guide to Best
Practice: Dublin Core (DC 1.0 =RFC 2413) Version 1.1   21 April 2000